

*Rec Mgt 3-3*

Chief, Supply Division OL

8 February 1957

Chief, Records Management Staff

Filing Equipment Requisitions

1. The filing equipment inventory totals for the Fiscal Year 1950 and Fiscal Year 1956 indicate this Agency has increased its equipment holdings by almost 400 per cent. Established controls and declining needs have reduced the quantity of filing equipment issued during the past two years, compared to equipment issued in Fiscal Year 1954; however, I feel further reductions can be made.

2. I would like to review all requisitions for all types of filing equipment which are (a) presently on back order or (b) received by your office through the end of this fiscal year. To accomplish this I would like to ask you to forward these categories of requisitions to my office, Room 567, [REDACTED] You have my assurance that no unnecessary delays in processing will occur as the result of the review of the requisitions.

3. Considering the quantity of filing equipment on hand, the Records Center facilities and the Records Control schedules currently in use, I believe that equipment requests can be reduced to a minimum.

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25X1A9a

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Mgt S/RMS/ [REDACTED] (8 February 1957)

*h.s.R. [Signature] 2/8/57*

25X1A9a

*Hand Carried by [Signature] Mon 2/11/57*